

14 NOV 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Site and Utility As-Built Drawings of CIA Headquarters,  
RE-LO-269-69C

1. A meeting was held at 1300 hours on 10 November 1969 at the McLean Group Forces Office of the General Services Administration (GSA) for the purpose of firmly establishing the scope of work of the subject project.

2. Those present for the meeting included the following:

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George A. Bower - GSA

John P. Allen - GSA

J. vO. Weaver - GSA

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[REDACTED]

3. The purposes of this meeting were as follows:

a. To insure close coordination between the work GSA does, Real Estate and Construction Division's (RECD) requirements, and any work that other Agency components may have underway or in mind.

b. The Real Estate and Construction Division's goal is to get the most useful end results from GSA consistent with both GSA and RECD interests.

c. Primarily, we want exterior utility locations on a map (drawing) of a size we can use and keep updated.

d. Other purposes included:

(1) Establish scales of drawings.

(2) Establish priorities for accomplishment within funding.

(3) Establish tentative schedule for accomplishment.

(4) Explore GSA's participation in funding since this project will be mutually advantageous.

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4. The scope of work attached to the initial work request was reviewed in detail and the following conclusions and decisions were reached:

25X1A9a a. Aerial photographs at a scale of 1" = 200' on 5' contour intervals will be available to the architect-engineer (A&E) in December when [REDACTED] receives them.

b. This project will basically be a compilation of the property and boundaries of the Headquarters area. It will require a great deal of actual physical checking and reconciliation with drawings that GSA presently has on file or can obtain from CIA of the original and additional construction.

c. The architect-engineer should include the utilities on separate drawings for each utility system with appropriate profiles as necessary.

d. The composite drawing of the area should be on a 1" = 100' scale and on a 36" x 42" standard sheet; the utility and detail sheets should be on a 1" = 100' scale on 36" x 42" standard sheets also.

e. The priority of accomplishment of the project should conform with the numbering system on the scope of work (Attachment 1) with the exception that 2c should be accomplished in the following priority:

(1) Steam and condensate return lines, chilled water lines.

(2) Domestic water lines.

(3) Electricity - to include security lighting and streetlighting.

(4) Telephone lines.

(5) Sewer lines.

(6) Storm drainage lines.

(7) Paved areas (in square yards of surface).

(8) Omit gas lines since none exist according to Mr. Weaver.

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f. The architect-engineer will have access to all drawings held by Group Forces, RECD, other Agency components, and GSA, Region 3. They will not all necessarily be as-builts but more likely construction drawings.

g. It was stressed to Mr. Bower and Mr. Allen to check with their people at Region 3, especially a Mr. Dave Fair of the Construction Division, concerning plans to package all of the CIA as-built projects together. It was also pointed out that there would be possible overlaps with this project and the Emergency Power Study, Utilities Study, and other similar jobs.

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h. It was agreed that [REDACTED] would discuss the feasibility with Jim Stewart, GSA, Design and Construction Division, of not using the "same old A&E's" that are used on every job at Headquarters. The Real Estate and Construction Division feels it is important to get new blood and new perspectives on these projects.

i. A tentative time schedule was surmised as follows:

(1) November 1969 - January 1970 - Write scope, check scope, contact professional services, write contract, assign project coordinator.

(2) February 1970 - June 1970 - Award contract, tentative, intermediate, prefinal, final reviews of drawings.

(3) September 1970 - Acceptance of drawings.

j. The Real Estate and Construction Division would like suitable, permanent, composite, mylar drawings to use for update and reference of the CIA Headquarters area.

4. Copies of these minutes will be sent to all persons who attended the meeting. If there is disagreement, confusion, or correction on any points, please contact [REDACTED] at code [REDACTED]

5. Mr. Bower and Mr. Allen should inform their seniors of this memorandum since we agreed to pursue an informal written communication channel in order to save time and expedite information.

**SIGNED**

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Distribution:

Orig - OL/RECD Official

1 - J. P. Allen (C/Design Branch, GSA)

25X1A9a 1 - G. A. Bower (P&E Section, Design Branch, GSA)

① - OL/BPS [REDACTED]

1 - GSA Bldgs. Mgr (Mr. Weaver)

25X1A9a 1 - OL/LSD/SMFB [REDACTED]

1 - OL/RECD/EB Chrono

1 - OL Reader File

25X1A9a OL/RECD/EB [REDACTED] eac, [REDACTED]  
(14 November 1969)

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